

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY

Pursuant to the new Judicial Conference Policy on Privacy and Public Access to Electronic Criminal Case Files, documents filed in criminal cases after **November 1, 2004**, will be available to the public via the Court's electronic access system (PACER). The Court reminds counsel and litigants that the Electronic Case Filing System Policies and Procedures require that the filer of a document redact the following personal identifiers from the document, whether they file the document electronically or in paper form:

- 1) Social Security numbers to the last four digits;
- 2) financial account numbers to the last four digits;
- 3) names of minor children to the initials;
- 4) dates of birth to the year; and
- 5) home addresses to city and state

**The filer of the document has the sole responsibility for redacting this information from the document. The Clerk will not review each filing for redaction.**

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal or file a reference list under seal. Either document shall be retained by the Court as part of the record. The Court may, however, also require the party to file a redacted copy for public access.

Additionally, because filings will be available electronically and may contain information implicating not only privacy but also personal security concerns, the Court encourages counsel and litigants to exercise caution when filing a document that contains any of the following information:

- 1) any personal identifying number, such as a driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information;
- 5) proprietary or trade secret information;
- 6) information regarding an individual's cooperation with the government;
- 7) information regarding the victim of any criminal activity;
- 8) national security information;
- 9) sensitive security information as described in 49 U.S.C. § 114(s).

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **It is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules of this Court in connection with the redaction of personal identifiers.**